

**TOWN OF NANTUCKET
JOB DESCRIPTION**

DEPARTMENT: TOWN ADMINISTRATION

POSITION: OFFICE ADMINISTRATOR/LICENSING AGENT

COMPENSATION LEVEL: SALARY SCHEDULE/S-2

EFFECTIVE DATE: JUNE 2005

DEFINITION

Under the direction of the Town Administrator and frequently through the Assistant Town Administrator, performs a variety of specialized administrative duties; assists with and facilitates day-to-day administrative functions of the Selectmen's office; administers license applications and licenses approved by the Board of Selectmen; manages budgets under direct jurisdiction of the Town Administrator/Board of Selectmen. Provides clerical and administrative support, project and legal research and drafts documents as required.

SUPERVISION

Works under the general direction of the Town Administrator and Assistant Town Administrator. Performs a variety of administrative duties requiring the exercise of moderate independent judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner.

JOB ENVIRONMENT

Work is performed under typical office conditions; the work environment is frequently hectic and disruptive. Interruptions in work are frequent. Work is generally administrative and clerical in nature. Normally works under standard office practices and policies. Incumbent must understand laws and regulations governing town government operations, must be able to interpret and convey them to others. Operates computer, copy machine and other standard office equipment. Makes regular contact requiring excellent customer service skills with the general public, state agencies and other town departments. Errors could result in delay, confusion, legal repercussions, and adverse public relations. Has access to confidential information, including personnel records, union negotiations, litigation and other legal matters, and must use considerable discretion in handling such issues.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Responsible for issuance, acceptance and processing of applications and renewals for various Town licenses and permits, including but not limited to liquor, entertainment, amusement, fuel storage, taxi, limousine, tour, common victualer, keeping of animals, street/sidewalk blocking, over-the road permits, open-air parking lots; corresponds with appropriate state agencies regarding licensing issues, including preparation of required annual or other license reports. Oversees and maintains license files and keeps accurate records of licensing issues.

- Oversees payment of invoices for budgets under the control of Town Administration; monitors budgets in relation to expenditures. Collects, processes and tracks various fees received by the Board of Selectmen's office.
- Assists in various duties and projects assigned to the office, including but not limited to, handling citizen concerns and referring them appropriately when necessary; project research which may also require research of Massachusetts General Laws, Registry of Deeds, Assessor's office, Town Clerk's office and other agency resources.
- Communicates with state and local agencies and officials on various issues relating to the administration of Nantucket town government, as directed.
- Processes and prepares incoming and outgoing correspondence; administers and handles record keeping and filing. Prepares and submits legal public notices to newspapers; prepares pertinent responses for review and signature of Town Administrator and Assistant Town Administrator. Answers telephones and refers callers to the appropriate agency or department when necessary; types, copies and files various documents, as directed and/or needed.
- Coordinates meetings, functions and travel arrangements on behalf of Town Administrator and/or Board of Selectmen; assists public with questions and makes the appropriate referrals and/or necessary assistance. Directs actions of custodial personnel.
- Monitors office supplies and orders supplies when necessary and/or when directed. Monitors condition of office equipment and is responsible for arranging repairs/maintenance when necessary.
- Performs various county functions, as may be directed, including but not limited to preparation of legal notices; processing invoices for payment of county expenses and monitoring county administration budget.
- Assists Human Resources Director with the administration of town personnel system, as directed.
- Performs other related duties as may be required or assigned.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience: High School degree or GED equivalent required; college degree desired. At least three or more years of administrative experience in municipal government and/or business organization desired.

Knowledge, Ability and Skills:

Knowledge. Knowledge of general office practices, procedures and administration necessary. Knowledge of state and local laws and regulations very helpful.

Ability. Must be capable of working independently with minimal supervision; must have ability to work and deal pleasantly and effectively with the public, town officials, and co-workers within a pressure environment; must be able to operate various types of office equipment, including but not limited to copy

machine, facsimile machine, computer (Microsoft Word, Excel), typewriter and telephone. Must be able to handle multiple projects, issues and situations simultaneously. Requires attention to detail and accuracy of work.

Skills. Excellent verbal, written and organizational skills necessary. Must be able to interpret and comprehend basic technical specifications. Must be capable of working independently with minimal supervision.

PHYSICAL REQUIREMENTS

Must have sufficient manual dexterity and physical flexibility to bend and reach to complete basic office tasks. Some lifting and carrying of objects weighing 30 pounds or less may be required; includes standing, sitting and/or walking for the greater portion of the day. Work may sometimes be required beyond the usual eight-hour workday and attendance at Finance Committee, Board of Selectmen and other meetings sometimes required after the regular workday.

NOTE: This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.